

WINSLOW UNIFIED SCHOOL DISTRICT NO. 1 – POSITION DESCRIPTION

TITLE: TRANSPORTATION SUPERVISOR

EMPLOYEE CLASSIFICATION: Exempt, Classified

MINIMUM QUALIFICATIONS:

- High School diploma or GED
- Experience in school transportation
- A working knowledge of Arizona pupil transportation laws and regulations
- Appropriate class CDL (Commercial Driver's License) with Passenger and School Bus Endorsements
- Arizona Bus Driver Trainer Certification or ability to obtain within six months
- Effective communication skills
- Basic computer skills
- Previous supervisory experience
- Must have knowledge and work experience or background in automotive servicing

OVERVIEW OF JOB DESCRIPTION: To oversee school bus transportation and vehicle maintenance programs, following mandates related to safety, federal standards, IEP participation and fiscal management.

PERFORMANCE RESPONSIBILITIES:

1. Follows local, state and federal law and adheres to State Department of Education and local school board policy.
2. Develops and administers a transportation program to meet the requirements of the daily instructional program and extracurricular activities.
3. Prepares and updates bus routes and schedules for the schools in the district.
4. Maintains records of student bus route assignments.
5. Acts as a liaison with parents, school site principals and staff for transportation complaints or special requests.
6. Conducts initial certification and Commercial Drivers License training for all certified bus drivers.
7. Conducts initial orientation for bus aides.
8. Conducts in-service, refresher training for all vehicle maintenance staff, bus drivers and bus aides.
9. Conducts bus evacuation training and drills.
10. Coordinates and assigns both buses with drivers and other district vehicles as requested for student and district personnel travel.
11. Inspects buses for cleanliness and damage.
12. Schedules cleaning, servicing and minor repair of all district vehicles.
13. Performs checks, replenishes, and changes fluid levels on all district vehicles.
14. Inspects and repairs tires on all district vehicles.
15. Maintains accurate records on work performed on all district vehicles.
16. Able to perform complex diagnosis of mechanical defects and problems on district vehicles.
17. Able to perform repair and replacement of bus engines, transmissions, hydraulic and electrical systems in the school bus barn.
18. Performs road watch and weather watch functions with the Department of Public Safety (DPS) and Arizona Department of Transportation (ADOT) to ensure safe driving conditions.
19. Verifies vehicle maintenance, bus driver and bus aide pay schedules.
20. Prepares reports required by the governing bodies of the school and state.
21. Insures that all bus programs and district vehicles are in compliance with all requirements of local, state, and federal regulations.
22. Attends pupil transportation training.
23. Acts as liaison with other entities, public and private, relative to vehicle issues and student transportation issues.
24. Relates and communicates positively with transportation staff, school staff, students, parents, state and federal departments and administrators.
25. Participates in seminars, workshops and professional conferences for professional growth.
26. Provides support for the Facilities Maintenance Supervisor related to office paperwork.
27. Performs other job relevant duties as assigned.

REPORTS TO: Superintendent

SUPERVISES: Vehicle maintenance employees, bus drivers and bus aides

TERMS OF EMPLOYMENT: Work year to be established by the Board. Salary is determined by individual training and experience level on approved salary schedule.

EVALUATION: Performance of this position will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

ADA ACCOMMODATIONS: Decisions regarding appropriate and reasonable accommodation(s) will be based upon the merits of each situation. The principal criteria will be that of effectiveness and safety.